

LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

Competitive Grant Program

Information and Guidelines for Utah's Libraries for 2007/2008

Utah State Library Division
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INSTITUTE of MUSEUM
and LIBRARY SERVICES

All Intent to Apply forms, grant applications, reports, questions, and general correspondence regarding the LSTA Competitive Grant Program should be addressed to:

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I. Introduction

The authorization of the new federal Library Services and Technology Act (LSTA) on October 1, 1996 and its subsequent reauthorization in 2003 marked a new direction for supplemental funding opportunities for libraries. The Act required each state to focus its grant program on two areas: 1) improving information technology services and 2) improving access to information to all categories of underserved populations. Eligibility status includes public, academic, school library media centers, private and research libraries, and library consortia. The Act strongly encourages collaboration, partnerships, and cooperative ventures among libraries in linking electronic information technology, services or programs.

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development.

IMLS allocates annual LSTA appropriations to each State Library Agency (SLA) to expend these funds according to its own Five-Year Plan designed to improve library programs, technology, and library service. The Catalog of Federal Domestic Assistance (CFDA) number for LSTA is 45.310. Most of Utah's LSTA funding supports statewide library services, such as PIONEER databases, continuing education, library development, ESL services, lender support services, and volunteer services and computer Braille services for the Library for the Blind and Disabled. However, traditionally \$600,000 each fiscal year is set aside for a competitive sub-grants program for library grant projects reflecting the goals of the Utah LSTA Five-Year Plan, 2008-2012.

The Utah State Library Board reviews the anticipated funding for the LSTA sub-grant program and approves an overall amount for the semi-annual competitive sub-grants program. Each year, the Utah State Library Board approves funding allocations for the Fall and Spring Rounds. Funds unexpended in the Fall Round are usually carried forward to the Spring Round.

This publication includes a summary of funding areas, general guidelines and grant categories. Eligibility requirements for applicants, application requirements and the criteria to be used in evaluating project proposals are also described.

II. Goals of LSTA

Each state has an IMLS-approved five-year plan outlining its programs. These programs support the LSTA goals, which are to:

- 1) Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;

- 2) Develop library services that provide all users access to information through local, state, regional, national, and international electronic networks;
- 3) Provide electronic and other linkages between and among all types of libraries;
- 4) Develop public and private partnerships with other agencies and community-based organizations;
- 5) Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
- 6) Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.

III. Utah's New Five-Year Plan 2008-2012

The Five-Year Plan for the use of LSTA funding sets forth the principles, Utah State Library Division mission statement, vision, needs, goals, evaluation plan, and programs for administering Utah's LSTA program from FY 2008-2012. The Utah State Library Division has developed this plan under the authority of the Utah State Library Board with the assistance of the Utah LSTA Advisory Council. It was approved by the Utah State Library Board on May 16, 2007 and submitted to the Director of the Institute of Museum and Library Services (IMLS) in compliance with federal requirements. It was revised in July and August 2007 based on recommendations from the Director of IMLS and our Program Officer to more specifically align with the six goals of LSTA.

In administering the plan, the Utah State Library Board, Utah LSTA Advisory Council, and the Utah State Library Division will be guided by the principles given below:

- LSTA funds will used 1) to support libraries in delivering technology-based information services to Utah residents and 2) to promote equity in access to basic library services across the state for those having difficulty accessing library services, including individuals with disabilities.
- LSTA funds cannot substitute for adequate sustained financial support from Utah's local governments, school districts, institutions of higher education, and other similar sponsoring institutions and agencies. Instead, LSTA grants provide incentives for increased local government, school district, or institutional financial support for library service. Grants should not supplant local initiative and should not be used to support ongoing operations.
- LSTA grants will be directed toward the goals set forth in this plan. All goals have an equal priority; however, the LSTA Advisory Council and State Library Board will take into

consideration other opportunities available within the state from both public and private sources for funding for library services in making funding allocations and grant decisions.

- LSTA funds are intended to improve overall equity and encourage reciprocity among libraries in both the benefits they receive and the contributions they make within the broader pattern of library services within Utah.
- LSTA funds will be administered both through competitive sub-grants and to support statewide services. The Utah State Library Division acknowledges the strategic importance of both competitive and noncompetitive grants in stimulating the development of library services in Utah, and is committed to a strong sub-grants program.

Need 1: Information Content, Accessibility, and Resource-Sharing

Public Pioneer and resource sharing among Utah's libraries are judged to be two of the most significant results of the use of LSTA dollars. Too few libraries provide effective access to their information resources over the web. Utah is almost unparalleled in the quality and the amount of information available in its libraries about the development of the western United States and the Church of Jesus Christ of Latter-Day Saints. Digitization, most notably through the Mountain West Digital Library (MWDL), has extended access to previously inaccessible resources to Internet users in Utah, the United States, and the world. The MWDL is a collaborative effort between Utah's academic, public, and special libraries, museums, and newspaper publishers.

Solutions and Potential Benefits

- Library patrons will acquire the information they need through electronic resources.
- USL will continue to collaborate with the MWDL to encourage digitization initiatives from Utah's libraries to preserve our history and heritage for generations to come.

GOAL I: Increase the ability of Utah's libraries to provide quality information services and resources to their patrons by providing access to Internet based educational, recreational, and informational resources, and by providing materials available from other libraries.

GOAL II: To support the diffusion of library resources, services, and information via the Internet; providing public access to unique historical materials related to Utah.

LSTA RELATED GOALS:

- 1) Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- 2) Develop library services that provide all users access to information through local, state, regional, national, and international electronic networks;

- 3) Provide electronic and other linkages between and among all types of libraries.
- 4) Develop public and private partnerships with other agencies and community-based organizations.

Programs for 2008-2012

- Improve bibliographic access to library collections
- Improve resource sharing among Utah's libraries
- To administer a sub-grant program to increase the number of public libraries offering services via the Internet (EXAMPLES: online public catalog, Public Pioneer, placing holds on items, making payments of fines, registration, blogs, reader's advisory, book clubs, etc.)
- To provide financial support through a competitive sub-grant program for the digitization of unique Utah-related historical materials accessed through the Mountain West Digital Library

Need 2: Information Technology Infrastructure

Librarians, particularly those in smaller to mid-sized libraries and media centers, report that upgrading old, and acquiring new technology is a continuing need. A few libraries have moved to wireless Internet access, which in the future will free up library computers as patrons use their own computers in the library. More workstations, enhanced integrated library systems (ILS), and more reliable and accessible IT support are greatly needed.

Solutions and Potential Benefits

- USL will administer competitive sub-grants for IT infrastructure
- USL will try to increase local commitment to support and supplement grants by encouraging local dollar matches
- Local governments will be encouraged to become self-sufficient for their technology needs by establishing line items for technology in their annual budgets

GOAL III Enable Utah's libraries to maintain an up-to-date and robust technology infrastructure in order to assure that Utahns can access networked information efficiently and effectively through their libraries.

LSTA RELATED GOALS:

- 1) Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- 2) Develop library services that provide all users access to information through local, state, regional, national, and international electronic networks;

- 3) Provide electronic and other linkages between and among all types of libraries.

Programs for 2008-2012

Administer a competitive sub-grant program to provide academic, special, school, and public libraries (including those provisionally certified) LSTA funding for any library technology that improves public access to a library's collections or to other information resources accessible over the Internet. Such technology could include:

- 1) Basic library automation required for public library certification;
- 2) Workstations & software that support the operation of the library or related equipment for Internet access;
- 3) Telecommunications upgrades;
- 4) Communications devices and software;
- 5) Integrated library systems (ILS);
- 6) Web-based catalogs;
- 7) RFID (Radio Frequency Identification Technology)

Need 3: Services to Special Needs Populations

Special Needs populations are growing in Utah. The number of blind and visually impaired persons increases as the population ages. Libraries need to use current technology to help meet the needs of these people. Non-English speaking populations are projected to increase dramatically over the coming decades. Concerns for literacy support, training, and services reflect the acknowledged importance of the ability to read in being successful in all aspects of a person's life. Targeted populations extend from infants and pre-schoolers, to youth, troubled teens, and special needs adults, including the blind and disabled. Librarians need training, assistance, and resources to deliver library services to special needs, minority, and other underserved populations.

Solutions and Potential Benefits

- USL will provide training, support, and dollar resources to libraries so they can more effectively address the literacy and library needs of minority and special needs populations;
- Librarians will be sensitized to the literacy and library needs of specialized populations and will receive guidance and training in approaches to outreach, materials selection, program planning and evaluation.

GOAL IV: Serve targeted populations in Utah that require customized assistance in accessing library and information services and materials by assisting Utah's libraries to acquire special equipment, hardware and/or software, to build collections in customized formats or in languages other than English, or to offer customized training opportunities, in-house or outreach programs.

LSTA RELATED GOALS:

- 5) Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- 6) Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.

Programs for 2008-2012

- Provide access to library materials in special formats (including large print) to Utah citizens;
- Provide training, tools, and resources to help public libraries and library media centers serve Spanish speaking clientele;
- To provide sub-grant funding, training, leadership, and administrative support for customized projects for the following special-needs populations:
 - a) individuals with visual and learning disabilities;
 - b) individuals who are institutionalized;
 - c) individuals whose primary language is not English;
 - d) individuals with limited literacy;
 - e) other specialized populations such as infants, home schooled, after school groups, immigrants, ethnic groups, senior citizens, and at risk youth;
 - f) rural populations
 - g) those requiring assistive technology

These guidelines apply to ALL sub-grants:

- A. Applications for competitive sub-grants must be received at the Utah State Library Division by the due date listed on the LSTA Grants Calendar regardless of delivery method. No extension of due dates will be made. The Calendar can be linked to at http://library.utah.gov/grants_funding/lsta/grant_calendar.htm.
- B. For competitive sub-grant projects, federal funds must be used as seed money. The funds may not be used to replace local funding of daily operations, materials, or staff, or to support ongoing activities.
- C. The intention of the LSTA program is to provide expanded services and resources to the residents of Utah. Therefore, it is important that libraries agree to share the products of their projects on a widespread basis.

- D. Collaboration among libraries and with agencies that benefit individuals in the community is strongly encouraged. In writing the grant proposal, a single eligible applicant library and a grant administrator from the applicant library must be clearly designated.
- E. In general, LSTA competitive sub-grant funds are available to grantees on a reimbursement basis. The grant recipient must submit reimbursement request forms after funds have been expended for the project.
- F. Locations for all LSTA-funded items must be clearly specified in the grant application.
- G. The applicant library must notify the Utah State Library Division **in writing** if changes are made in key personnel, which are the Project Director, Organization Director, or Fiscal Officer.
- H. Successful applicants will be responsible for completing the grant activities within the approved contract period and submitting the required forms in a timely fashion.
- I. Applications are evaluated and grants awarded on a single year basis. A library's track record and grant history, including effectiveness of evaluation, successful grant administration, and compliance with LSTA requirements will be taken into account for all projects.
- J. **Grant applications from new applicants and innovative projects are highly encouraged.**
- K. The LSTA Grants Coordinator does not provide any official written notification regarding why a particular grant application was not funded. However, unsuccessful grant applicants are encouraged to contact the Grants Coordinator for suggestions and comments on how to make the application more competitive for the next grant round.
- L. Number of applications. There is no limit on the number of applications a library may submit; however, libraries should not submit more than one application in the same category. Libraries must prioritize all applications submitted. Each library should assess its ability to implement multiple grants before submitting more than one application.

V. Eligibility Criteria for Utah Libraries Applying for LSTA Grants

PUBLIC LIBRARIES

City and county libraries must be fully or provisionally certified under the current *Standards for Utah Public Libraries*.

INSTITUTIONAL LIBRARIES

Must receive 50% or more of its operating funds from the State of Utah, have an organized collection, a materials budget, provide service to an underserved population, and employ a librarian

who has an MLS degree, or has completed, or is enrolled in the UPLIFT Basic Certification program.

ACADEMIC LIBRARIES

Must be a Utah member of the Utah Academic Library Consortium, provide public access to its collections, and participate in interlibrary loan resource sharing services to libraries in Utah.

PUBLIC ELEMENTARY, SECONDARY AND CHARTER SCHOOL LIBRARY MEDIA CENTERS

Must provide an accessible and organized collection; have a board-approved, district/building-level collection development policy and have an on-going line-item budget for library materials. Additionally, certified school library personnel (as verified in CACTUS, the "Computer Aided Credential of Teachers in Utah Schools") must be assigned responsibility for library media programs. A single proposal submitted through the school district office may represent one school, a multi-district consortium, many school library media centers, or multi-type libraries, i.e., school and public and/or academic libraries working together. Charter schools are technically considered public schools under Utah law. If neither the school library personnel nor the district supervisor holds library media certification, a certificated library media teacher within the district must be directly involved in the administration, implementation, evaluation, and reporting of the LSTA grant.

RESEARCH AND PRIVATE LIBRARIES

Must be certified as eligible by the Utah State Library Board based on the requirements that the library employs a formally trained librarian with a master's degree in library or information science from an ALA-accredited program, Library Media Endorsement, or has completed or is enrolled in the UPLIFT Basic Certification program; must make publicly available library services and materials suitable for scholarly research not otherwise available to the public, and that the library is not an integral part of an institution of higher learning.

CONSORTIA

Formally established consortia of libraries, school districts, or school library media centers, all of whose members meet the eligibility criteria above, may also apply for LSTA grants. The application must be submitted by one library, school district or educational service center on behalf of the consortium. The applying library, school district or educational service center shall serve as the administrative and fiscal agent for the grant.

VI. Grant Categories

Technology Infrastructure

Grant applications in this category can be submitted for any library technology that improves public access to a library's collections or to other information resources accessible over the Internet.

Examples of possible projects include:

- workstations and software that supports the operation of the library or related equipment for Internet access
- telecommunications upgrades

- communications devices and software
- integrated library systems
- web-based catalogs
- RFID (Radio Frequency Identification Technology)
- multi-media projectors and multi-media carts
- self check-out stations
- wireless networks
- virtual reference
- basic computer technology for newly certified public libraries
- computer furniture
- peripherals, storage, memory

Networked Information

Grant applications submitted in this category should involve the digitization of unique Utah-related library resources.

Examples of possible projects include:

- photographic or glass plate negatives
- photographic prints
- sheet materials such as musical scores, maps, posters, drawings
- local Utah newspapers
- material in the public domain published before 1865
- school yearbooks
- correspondence

Enhanced Access to Library Resources

Grant applications for projects designed to serve targeted populations that require customized assistance in accessing library and information services will be accepted in this category.

Examples of possible projects include:

- assistive technology for the physically disabled and visually impaired
- audio enhanced software for the hearing impaired
- access to library catalogs in languages other than English
- services and materials for at-risk students
- collection development in special formats
- literacy programs
- services and collections for the institutionalized
- customized training
- outreach programs for specialized populations such as children and youth, senior citizens, rural populations, ethnic groups, etc.

VII. Grant Funding Levels

TYPE	TOTAL AMOUNT AVAILABLE EACH ROUND	TOTAL AMOUNT AVAILABLE BOTH ROUNDS	LOCAL REQUIRED MATCHING FUNDS
Mini-grants up to \$10,000	\$100,000	\$200,000	10% required. Combination of cash and in-kind* acceptable.
Regular grants \$10,001 up to \$100,00 maximum	\$200,000	\$400,000	30% required with maximum of 5% being in-kind*
	TOTAL DOLLARS AVAILABLE	\$600,000	

***In-kind contributions** are the equivalent monetary value of goods or services provided by the grant recipient and/or its partners toward the project. They are an acceptable alternative to monetary contributions towards a project's costs. Examples of in-kind contributions are: equipment, supplies, the use of meeting room space, publicity and staff time spent administering the grant. Grant recipients will be required to provide documentation for all of their "in-kind" matching funds.

VIII. Application Requirements

These are general requirements for **ALL** LSTA Competitive Sub-Grants:

- A. **Forms.** The complete grant application and other required forms can be linked to at http://library.utah.gov/grants_funding/forms/index.htm.
- B. **Intent-to-Apply form.** This can be mailed, faxed, or emailed to the LSTA Grants Coordinator by the date listed on the current LSTA calendar.
- C. **LSTA Grant Application.** Both paper and electronic versions are required as specified on the current "LSTA Grant Application Checklist".
- D. **Local spending match.** Must be documented with invoices, purchase orders, timesheets, or cancelled checks. Libraries may show local match and support with dollars from other federal funds, local government or institutional funds, donations, and private grants. Matching dollars from Community Library Enhancement Funds are NOT allowed. Requests for grant funds that would be used to replace local spending are NOT eligible.
- E. **Existing salaries and benefits.** Those related to the administration of the LSTA grant can be counted toward meeting the required local match not to exceed 5% of the required local match. Match or grant expenditures may include increased personnel costs such as a new hire or additional hours for current staff to implement the grant project. Actual personnel hours associated with the grant must be THOROUGHLY documented and reported during the implementation of the grant.
- F. **Indirect costs.** These are incurred for a common or joint purpose benefiting more than one cost objective and are not readily assignable to the cost objectives specifically

benefited, without effort disproportionate to the results achieved. Under the rules and regulations governing the distribution of grant dollars under the Library Services & Technology Act, there is no provision for indirect costs. Examples of indirect costs would be the cost of connectivity for computer lab instruction or energy costs.

- G. **Phased projects.** Applications are evaluated, and grants awarded, on a single year basis. The Council's commitment to fund one phase of a project implies no commitment to fund subsequent phases. A library's track record and grant history, including effectiveness of evaluation and compliance with LSTA requirements will be taken into account for all projects. Applications for multi-years will be evaluated and ranked with all other competing applications in each grant cycle.
- H. **School projects.** Grant funds are to be used to strengthen the role of the school library media center in supporting the school district's curriculum. Grant funds may not be used to purchase textbooks, classroom book sets, or workbooks. Equipment, software, and collections purchased with LSTA grant funds must be housed in the school library media center and can be loaned out to teachers and students as needed.
- I. **Federal requirements.** Grant recipients must comply with federal and state laws and regulations affecting public policy issues such as civil rights, labor standards, hazardous materials warnings, debarment and suspension concerns, drug-free, smoke-free work environment, lobbying practices, etc. A library receiving an LSTA grant must also not discriminate on the basis of race, religion, age, gender, national origin, or disabilities in providing space for public meetings. It must also be in compliance with the requirements of any or all of the following: 2 CFR Part 225 (OMB Circular A-87), OMB Circular No. A-122, OMB Circular A-110, OMB Circular A-87, and OMB Circular A-21.
- J. **Utah State Law and CIPA.** All public libraries receiving LSTA grants must comply with both the Utah Children's Internet Protection Act and the federal Children's Internet Protection Act. They are required to sign and submit a certification notice that they are in compliance before any grant funds are distributed.
- K. **Public documents.** All applications, funded and not funded, become the property of the Utah State Library Division (USL). As such, all intent-to-apply forms, applications, reports, audits, correspondence, final summary and evaluation reports, and all other related materials are defined as "public records". Access to those records is allowed under GRAMA (Government Records Access and Management Act). The USL may choose NOT to release personal, proprietary, or technical information.

Special requirements for technology grants for all categories:

- A. **Line item for technology** in the library's or media center's annual budget that reflects the institution's commitment to upgrading computers, printers, etc. for both staff and public access and providing staff technology training on a regular, cyclical basis.
- B. **Consultant credentials.** If the technology grant requires the services of technical consultants, documentation of the consultant's professional credentials or a statement of the selection process should be included as an attachment to the application.
- C. **Tech Atlas inventory report** can be linked to at <http://www.webjunction.org>. (for public libraries ONLY)

- D. **Public libraries** using the "Long-range planning for Utah's public libraries: a step-by-step guide" model should submit their "Resource Allocation Chart" indicating what technology is needed to implement their selected Library Service Responses.
- E. **State contract vendor information.** The State of Utah negotiates contracts with many vendors for a variety of computer-related products; libraries may be able to purchase items from these contracts at State pricing. Three major "PC Stores" contracts exist; these "PC Stores" carry a variety of items from multiple vendors. Current statewide contracts exist with Dell, Gateway, and HP.
- F. **Procurement protocol.** The project director must work with the appropriate municipal, school district, county, or state purchasing agents to obtain the necessary equipment, services, or materials for the LSTA project. In some cases, local procurement procedures may take precedence over statewide contractual arrangements.
- G. **Minimum recommended specifications for PCs purchased with LSTA funds are:**
1. Microprocessor: 3.0 GHz or higher
 2. Monitor: 17 inch, flat panel LCD
 3. RAM memory: 2 G or higher
 4. Video: 16 MB video card—whatever is basic, integrated
 5. CD-ROM/RW/DVD Combo/DVD RW
 6. Operating system: Windows XP Pro SP2 licensed with CD, English or XP
 7. Office Suite: Microsoft Office 2007
 8. Mouse: USB optical
 9. Network Interface Card: Integrated 10/100 3Com Network capability NIC
 10. Sound: Integrated Sound
 11. Speakers: Mounted on monitor or headphones
 12. Ports: 6 USB
 13. Power protection: UPS
 14. Resource CD for drivers and OS recovery
 15. Additional software: Personal firewall or security software, spy ware, anti-virus software
 16. Warranty: 3 year, parts & labor; on-site response initial year with parts & labor on-site response
 17. Energy Star compliant
- H. **Minimum recommended specifications for Macintosh iMacs purchased with LSTA funds are:**
1. Microprocessor: 2.0 GHz or higher Intel Core 2 Duo
 2. Monitor: 17 inch or higher, widescreen LCD
 3. RAM Memory: 1 GB or more
 4. Hard Drive Memory: 160 GB (3.5-inch Serial ATA)
 5. Graphics: Integrated (ATI Radeon X1600)
 6. Optical Drive: 8x DL SuperDrive (DVD+R DL/DVD±RW/CD-RW)
 7. Operating System: Integrated (Mac OS X v10.4 Tiger or v10.5 Leopard)
 8. Office Suite: Microsoft Office 2004 for Mac (Professional or Education)
 9. Multimedia Suite: iLife '06
 10. Web Browser: Safari
 11. Mouse: Mighty Mouse or Wireless Mighty Mouse

12. Keyboard: Apple Keyboard or Apple Wireless Keyboard
13. Networking: AirPort Extreme WiFi (802.11g or more); Bluetooth 2.0+EDR;
10/100/1000 BASE-T Gigabit Ethernet
14. Webcam: iSight camera
15. Ports: 2 FireWire 400; 3 USB 2.0; 2 USB 1.1 (on keyboard)
16. Warranty: AppleCare Protection Plan 3-year full Warranty and Support (APP)
17. Estimated Cost: \$1,099 + \$119 (APP) + \$500 Pro/\$150 Edu (MS Office)
18. Optional Software: Norton Antivirus 10.0 for Mac (\$70); iWork (\$49)

Special requirements for networked information digitization projects:

Libraries planning to apply for LSTA funding to support a digitization project first need to meet specific guidelines established by the Mountain West Digital Library. Applicants must obtain approval from one of their designated regional centers supporting the Mountain West Digital Library nearest their library before submitting an LSTA application. These centers are: 1) J. Willard Marriott Library, University of Utah; 2) Merrill-Cazier Library, Utah State University; 3) Harold B. Lee Library, Brigham Young University; and 4) Gerald R. Sherratt Library, Southern Utah University. The "Policy defining the use of LSTA funds for digitization of information resources in Utah" can be linked to at http://155.97.12.155/mwdl/public/mwdl/LSTA_funding.pdf.

IX. Application process

- A. Look for the LSTA grants competition announcement. An announcement of the grant cycle is posted to the ULN, UALC, and UELMA discussion lists and in the online DIRECTIONS newsletter before each grant round opens in fall and spring.
- B. Attend an LSTA Program and Grant Writing Workshop held prior to the application deadline. Dates, locations, and registration information can be linked to at <http://library.utah.gov/workshops/index.htm>.
- C. Obtain grant writing assistance by contacting the LSTA Grants Coordinator at (801) 715-6742 or (800) 662-9150 ext. 742 or rfrost@utah.gov to discuss project ideas at any time.
- D. Review online resources available at http://library.utah.gov/grants_funding/lsta/index.htm.
- E. Submit the Intent-to-Apply form by the posted deadline. See the LSTA Grant Calendar for the date at http://library.utah.gov/grants_funding/lsta/grant_calendar.htm.
- F. Review the publication "LSTA Competitive Grant Program Information and Guidelines for Utah's Libraries".
- G. Submit the completed application form by the posted deadline both electronically via email and hard copy via mail or other carrier as directed on the "LSTA Grant Application Checklist".
- H. Watch for announcements of successful grants in the DIRECTIONS online newsletter published by USL.

X. Required documents to be submitted with the application

- A. Application checklist. Check off each item that applies to your grant application and include it with your completed application.
- B. Vendor quotes. Attach actual vendor quotes with the application and include an itemized list of proposed equipment purchases, hardware, software, computer furniture, contracted services, or personnel costs. Be sure the quotes for equipment to be purchased include type, manufacturer, and model number. These specifications help to establish an equipment standard.
- C. Letters of support. The LSTA Advisory Council recommends attaching two or more letters of support from local leaders, organizations, stakeholders, project partners, or patrons to be impacted the most by the grant proposal.

XI. Budget category definitions

- **Salaries/wages/benefits:** show salaries, wages and benefits to be paid to each person, permanent or temporary, to be employed for the project on the library's payroll.
- **Contractual services:** costs for specific services to be performed by an outside organization or individual under contract.
- **Travel:** Current federal mileage rate plus additional expenses for travel directly related to the project's objectives.
- **Library materials:** Books, software, non-print, and electronic subscriptions purchased with the grant for patron use.
- **Capital outlay:** computer hardware, printers, servers, system software, network equipment
- **Other:** unusual items that do not fit in the categories above. For example, shipping and handling.

XII. Grant application review process

- A. **LSTA Sub-grant Program Scoring Sheet (Appendix A)** Professional staff members and/or LSTA Advisory Council members and/or Utah State Library Board members review each grant application. Reviewers receive copies of each grant application and a cover sheet with the Scoring Sheet. The reviewers evaluate target audience, needs, implementation plan, outcomes and indicators, and particularly the budget. Reviewers with special expertise in library information technology, digitization, or services to the underserved will critique application projects in their respective fields.

- B. **USL staff reviews Mini-grants** and, when required, individuals with special technical expertise will be consulted. The State Librarian will approve the Mini-grant applications.
- C. **The LSTA Advisory Council reviews Regular grant applications** and Council members participate in site visits to applicant libraries along with the LSTA Grants Coordinator or other USL staff. In addition, Regular grant applicants present their applications before the LSTA Advisory Council during their Grant Review session. The State Librarian will approve the Regular grant Applications under \$74,999 based on the LSTA Advisory Council recommendations.
- D. **Regular grant Applications for \$75,000 and over** require a presentation before the Utah State Library Board. Also, the Utah State Library Board upon recommendation of the LSTA Advisory Council and State Librarian must approve these grants.

XIII. Grant award notification

- A. **Official letter.** All grant applicants will receive a letter from the State Librarian after the fall and spring State Library Board meetings. This letter will inform the applicant if the grant was fully, or partially funded, not funded, or if there are special stipulations.
- B. **Total LSTA amount.** If the grant was funded, the letter will also stipulate the exact amount for allowable purchases and any action the grant recipient must take before the contract is prepared.
- C. **Revised budget requirement.** If the award amount is different from the grant request, the notification letter will also require the grant recipient to submit a revised budget based on the actual award amount to the Grants Coordinator before the contract can be prepared.
- D. **Other stipulations.** The grant notification letter may require the grant recipient to comply with additional specific stipulations.
- E. **Grant administration Workshop requirement.** One important stipulation is mandatory completion of the online Grant Administration Workshop. The purpose of this tutorial is to insure that the grant recipient understands the proper procedures to follow in requesting funds from the Utah State Library Division to pay for project expenses. In addition, this course covers Federal reporting requirements, several USL reporting forms, Federal assurances and budget revisions. The Workshop will be linked from the following web page http://library.utah.gov/grants_funding/lsta/index.htm.

Utah State Library LSTA Sub-grant Program Scoring Sheet

Project Title: _____

Organization: _____

Library Name: _____

Grant Category: Mini Grant _____ Regular Grant _____ LSTA Funds Requested _____

Grant Type: Technology Infrastructure _____ Digitization _____ Enhanced Access to Services _____

REVIEW SCORE

	Score	Maximum
Project summary		5
Target audience, needs, solutions, desired results		15
Implementation Plan		15
Marketing strategy		5
Outcomes and Indicators		15
Project Sustainability		10
Project partnerships		5
Letters of Support		5
Proposed Project Budget		10
Proposed Project Budget Description & Justification		15
SUBTOTAL		100
Relationship to LSTA Goals		18
First time grant application		10
Innovative Project		10
TOTAL SCORE FOR THIS GRANT APPLICATION		138

INSTRUCTIONS

Please note that the page numbers refer to the grant application form. Each section will be scored on a scale starting with 0. A score of 0 would indicate that the application either does not include that particular piece, or that it is included but is inadequate. The scale goes from 0 up to 18 depending upon the section. *The higher the maximum score, the more significant that section is to a successful grant project.* **PLEASE INDICATE YOUR SCORE FOR EACH ITEM AND ENTER THE SCORE IN THE CHART ON THE COVER PAGE.**

1. Project Summary. (page 3) Goal and benefits to target audience are clear and understandable. [3 points]

- ☐ 5 pts. Excellent. Clear project summary with the goal, use of funds, and benefit(s) for target audience.
- ☐ 3 pts. Average. Project defined but still not certain what project will accomplish.
- ☐ 1 pts. Poor, too long and unclear.
- ☐ 0 pts. No project summary included.

2. Target Audience, their needs, solutions and desired results. (page 3) [15 points]

- ☐ 15 pts. Excellent. Application describes clearly the target audience, the needs of that audience, how the need was determined, how the project is designed to meet that need, and the desired results of the project.
- ☐ 10 pts. Average. The target audience is described, but there is little supporting information about needs, how the needs were determined, and how the project will meet those needs.
- ☐ 3 pts. Poor. The audience is not clearly identified and the needs are not described.
- ☐ 0 pts. No information is provided about the project audience and outcomes

3. Implementation Plan. (page 4) [15 points]

- ☐ 15 pts. Excellent. The action steps are reasonable and clearly explain how the project will be implemented, from start to finish. The plan describes involvement of stakeholders and partners, where applicable, a complete and realistic timeline.
- ☐ 10 pts. Average. Some details are provided about plans for implementation but it is either incomplete, or lacks important components.
- ☐ 3 pts. Poor. Implementation is mentioned, but there is insufficient information describing the process.
- ☐ 0 pts. No project plan for implementation is included.

4. Marketing strategy (page 4) [5 points]

- ☐ 5 pts. Excellent. There is a clear plan with realistic activities to make users and the general public aware of the project. IMLS and USL will receive adequate and appropriate credit.
- ☐ 3 pts. Average. Some details are provided about plans for marketing but they are either incomplete or not sufficient.
- ☐ 1 pt. Poor. Marketing is mentioned, but there is insufficient information describing the process.
- ☐ 0 pts. No plan for promotion of the project is included.

5. Outcomes and indicators. (page 5) Intended outcomes should describe the impact the program will have on the target audience—i.e., at least 60 participants will learn to search for information on the Internet and send email. [15 points]

- ☐ 15 pts. Excellent. In the evaluation plan outcomes are well-defined and appropriate. The methods for collecting and measuring evaluation information are clearly described and are reasonable for the program.
- ☐ 10 pts. Average. Outcomes are described and there is some information about how the data will be collected.
- ☐ 3 pts. Poorly defined and/or inappropriate.
- ☐ 0 pts. No information provided.

6. Project Sustainability after this grant is addressed. (page 6) [10 points]

- ☐ 10 pts. Excellent plan for sustaining the project. There is a sound plan for continuing the project's activities.
- ☐ 5 pts. Adequate plan for sustaining the project.
- ☐ 1 pt. Inadequate plan for sustaining the project.
- ☐ 0 pts. No information provided.

7. The applicant library has involved project partners. (page 6) [5 points]

- ☐ 5 pts. Partners are listed, their roles are clearly defined, and letters of support are attached.
- ☐ 3 pts. Partners are listed but no other information is provided.
- ☐ 0 pts. There are no partners for this project. This project stands alone for the applicant library.

8. Letters of Support. The letters provided are meaningful. (page 6) [5 points]

- ☐ 5 pts. Community support is enthusiastic, appropriate, and verified with meaningful letters.
- ☐ 3 pts. Letters are superficial and/or are only from within the organization.
- ☐ 0 pts. There are no letters of support.

9. Proposed Project Budget is accurate, verified and complete. (page 7) [10 points]

- ☐ 10 pts. Excellent. The budget addresses all aspects of costs involved, and provides supporting documentation to verify costs. The match is strong, accurate and verified.
- ☐ 5 pts. Average. Most costs are included but either verification is missing or weak, or match is minimally described.
- ☐ 1 pt. Poor. Budget information is provided but significant information is missing.
- ☐ 0 pts. No budget information provided.

10. Proposed Project Budget Description & Justification. (page 8) [15 points]

- ☐ 15 pts. Excellent. The budget narrative clearly defines the expenditures in the budget columns on the previous page. All expenditures are under the appropriate heading. Every dollar amount from the budget columns is explained in the narrative.
- ☐ 10 pts. Average. The narrative addresses most of the costs involved and provides some supporting information.
- ☐ 3 pts. Poor. Budget information is provided but significant information is missing.
- ☐ 0 pts. No budget information provided.

11. Relationship to LSTA goals as listed below. [3 points for each goal related to this grant application with a maximum of 18 points]

- ☐ 3 pts. Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- ☐ 3 pts. Develop library services that provide all users access to information through local, state, regional, national, and international electronic networks;
- ☐ 3 pts. Provide electronic and other linkages between and among all types of libraries;
- ☐ 3 pts. Develop public and private partnerships with other agencies and community-based organizations;
- ☐ 3 pts. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- ☐ 3 pts. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from families with incomes below the poverty line.

12. First time grant application. [10 points]

☐ 10 pts. First time this library has applied for an LSTA competitive sub-grant.

13. History of LSTA grants previously awarded to this library and grant administration history. (*to be supplied by USL staff*)

14. Innovative Project [10 points maximum]

☐ 10 pts. Unique use of LSTA funds for a project that can serve as a model for other Utah libraries or school library media centers.

☐ 5 pts. Project represents a unique use of LSTA funds for this type of library, media center, or for the size of the library's service area.

☐ 2 pts. Creative use of LSTA to address community/patron needs.